



Employment Opportunity

BUDGETS AND REPORTING MANAGER

Reference No. CT-FIN-BRM-1121

The Budgets and Reporting Manager is responsible for assisting with the financial analysis, planning and management for the organization which involves the development, implementation, and monitoring of an annual operating budget of over \$80 million and 450 employees. This position is responsible for assisting with the preparation of financial statements in accordance with Public Sector Accounting Standards (PSAS), applicable legislations and Cowichan Tribes Financial Administration Law, policies and procedures.

PURPOSE: Reporting to Assistant Comptroller, this position works closely with the Assistant Comptroller, the Comptroller, Chief Administrative Officer and Operational Leadership Team to prepare operating budgets for the fiscal year, conduct detailed financial and policy analysis, provide options, make recommendations for addressing issues/problems and monitor revenue and expenditures in relation to the fiscal year budget as approved by Chief and Council. *This position is a full time permanent position that works remotely, in the office, and moderate local travel as required.*

RESPONSIBILITIES:

- Prepare monthly, quarterly, and fiscal year financial reports/statements for presentation and review
- Review and assess financial statements and financial transactions to ensure accuracy, timeliness and compliance with applicable legislations, and Cowichan Tribes' Financial Administration Law, policies and procedures
- Actively participate in the analysis and development of Cowichan Tribes' financial policies and procedures, accounting practices, and make recommendations to the Assistant Comptroller, the Comptroller, and Finance and Audit Committee to promote effective risk management and internal control
- Coordinate with Operational Leadership Team to develop, implement and monitor the fiscal year budget. Perform variance analysis and recommend options to the Assistant Comptroller for corrective action on a monthly basis
- Mentor staff and build capacity in the areas of budgeting, financial management, financial analysis, business and project management
- Work closely with the Assistant Comptroller and Comptroller to assist with presentations for the Finance and Audit Committee including but not limited to budgets, yearend reports, review of procedures/policy changes, etc.
- Provide support to the Operational Leadership Teams with respect to analysis of their finances, budget and expenditure management, financial reporting, and other related issues
- Review banking transactions, submit direct deposit to the bank, and is responsible for stop payments on cheques issued
- Review and approve bank account reconciliations, stale-dated cheques, purchase orders and identifies irregular entries or unresolved issues for review by the Assistant Comptroller or the Comptroller
- Monitor and reconcile balance sheet accounts monthly
- Prepare and review adjusting journal entries
- Actively commits to on-going professional development, especially in the area of leadership, management and accounting/finance to ensure the policies and procedures are in compliance with Cowichan Tribes' Financial Administration Law, policies and procedures and applicable legislation
- Act as lead on various special projects of a financial and/or accounting nature as requested and may supervise individuals assigned to the project
- Other related duties as required

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Completion of a Post-Secondary Degree in finance, accounting, commerce or related field
- CPA designation is required; certified Aboriginal Financial Management (CAFM) designation is an asset
- Demonstrated experience with MS Excel and accounting systems, principles and practices at an expert proficiency level
- A minimum of five (5) years of recent progressive experience in financial administration in a public sector organization, (2) years of which must be in the supervisory role
- Experience working for First Nations organization is preferred
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. **All individuals must show Proof of Vaccination as a mandatory condition of their employment.**

SKILLS, KNOWLEDGE, AND ABILITIES:

- Advanced proficiency with common accounting systems, and thorough knowledge of financial planning, reporting and management
- Knowledge of all the various aspects of a Finance Department within a public sector organization, including but not limited to budgeting, financial management and reporting, and financial and business analysis
- Knowledge of risk management, and financial and internal controls
- Excellent written and verbal communication skills
- Excellent interpersonal skills and customer service focus
- Demonstrated analytical and problem-solving skills
- Demonstrated project management skills and ability to organize and execute duties in a timely fashion
- Demonstrated accuracy of work and attention to detail
- Demonstrated ability to meet assigned and often competing deadlines with accuracy, and in an environment with constantly changing requirements
- Ability to handle confidential information in an ethical and professional manner
- Ability to prioritize and align responsibilities and tasks accordingly
- Expert skill level in MS Excel and excellent knowledge of Public Sector Accounting Standards (PSAS), Cowichan Tribes' Financial Administration Law, policies and procedures and other applicable legislations that Cowichan Tribes must adhere to
- Maintained professionalism and tactfulness when dealing with Cowichan Tribes' management, staff, contractors, vendors and external agencies even in challenging situations
- Strong ability to comprehend policies, legislation/regulations, funding contracts, and other agreements which can often be complex in nature and wording

HOW TO APPLY: *Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources by email before the deadline with the Reference Number in the subject line of your email.*

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Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/member-services/human-resources/employment-opportunities>

Deadline: **4:00 p.m. on Tuesday, November 23, 2021**

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry. We thank all applicants in advance but only shortlisted candidates will be contacted.